



STN Application Center

Indiana Department of Education

Presentation Outline

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Application Center Basics

What is STN?

STN – A Definition

- A Student Test Number (STN) is a unique identifier generated by a school for a student.
- Every student who attends a public or accredited non-public school in Indiana should have a single STN that remains throughout the educational experience.
- The STN has NO INHERENT MEANING:
The only reason an STN is composed of the school number and school year is to make it UNIQUE, not to denote that a student came from a specific school in a specific year.
- Any school can assign an STN to any student. Students that receives services from the public school that is enrolled in a non-public non accredited school can be assigned an STN by the public school.

STN Format

- The first 4 characters of the STN are the state assigned school number.
- The middle 2 characters represent the ending academic year of which the STN was assigned. If it is the 2008-2009 school year, the middle 2 digits should be '09'. For the 2000-2010 school year, the middle 2 digits should be '10'.
- The last 3 digits are sequentially assigned to students.

Example: 000109123

- School 0001 created the STN in school year 2008-2009.
- This was the 123rd number generated this school year.

Which reports are collected through the Application Center?

- STN Lookup
- Pupil Enrollment
- Attendance
- ISTEP+ Barcode Labels
- Special Education
- Homebound/Hospitalized
- Alternative Education
- Graduates
- Prime Time
- Textbook Reimbursement
- Certified Employee
- Certified Positions
- Free and Reduced Lunch or Socio-economic Status
- Dropout and Mobility
- Expulsion/Suspension
- English Proficiency and Immigrant Students
- Direct Certification
- Membership
- Student Residence (Charter Schools Only)
- Shortened Day
- Title I
- Full Day Kindergarten
- High Ability
- End of Course Assessment Barcode & Online Labels

How is the data collected?

- Transferred via file upload
 - Acceptable file formats:
 - comma-delimited, positional, and XML
 - Text only:
 - Word and Excel documents NOT ACCEPTED!
- Forms:
 - Some reporting can use Interactive Input forms
 - Kept to a minimum to prevent human errors



Application Center Functionality

Lookup System

- When a new student enters a school, that school must perform a lookup to find the student's STN.
What if:
 - The student came from out of state? PERFORM A LOOKUP!
 - The student was in preschool? PERFORM A LOOKUP!
 - The student is a kindergartner? PERFORM A LOOKUP!
 - The student is 25 years old? PERFORM A LOOKUP!
 - The student is my daughter? PERFORM A LOOKUP!

Lookup System

- When searching for a student using the STN Lookup, it is best to search with the least criteria possible.
 - Search just by last name only
 - If the search returns too many results, add a few letters of the first name and search again, etc.
 - If the search returns nothing with last name, use “sounds-like” search.
 - Legal name of the student (Last, First, Middle, Suffix) should be used

File Transfers

- In the Application Center, select the following menu:
Data Transfer -> File Transfer
- Select the "Browse" button
 - Button names vary from browser to browser
- Select the file type that you are uploading
 - STN, Attendance, Pupil Enrollment, etc.
- Select the file format that matches your file
 - Comma-delimited, positional, XML (see file layout)
- Select the year of the submission
 - Multiple years of collection in the fall
- Click "Transfer Data" button
 - ONLY ONCE!

Review File Transfer Results

Click on the magnifying glass icon to the left on the Transfer Details page for:

- Number of records processed, added, and updated
- List of schools that are being reported
- File type specific breakdown of data (aggregated count by grade)
- Most importantly:
Number and details of errors and warnings
 - Note that records with errors DID NOT get transferred

You are responsible for the follow-up on ALL RECORDS with errors and warnings!

Follow-Up on Transfers

Three types of errors will be reported:

1. If the whole file failed, verify your layout with the file layouts posted on our homepage. (First 11 records tested.)
2. If an error was reported for a specific data field, edit the file and correct the data.

After fixing these types of errors, you resubmit the file.

Follow-Up on Transfers – Cont.

3. Errors requiring more attention than fixing the file layout or data format

- You are submitting an STN that has been removed from the system. The error will also tell you the correct STN for this student. Update your school's records with the correct number and resubmit the file using the correct STN.
- You are submitting information for a student that is sharing an STN number with another student?

UH-OH.. BIG TROUBLE!

STN Duplicates

2 Students – 1 STN

Indicators for STN duplicates:

1. An error on the file transfer results saying you are trying to update the first and last name of a student at the same time.
2. A warning message stating you have updated school along with the student's core information (name, birth date, gender, or ethnicity).
3. You get the warning message: "STN was in the file prior to record #XXX" (sequentially counts each record submitted).
4. Birth date and name cannot be changed starting 07-08 school year. Accuracy is VERY important!

STN Duplicates

2 Students – 1 STN

If you suspect an STN duplicate:

- Perform a lookup for that STN
- Check the school history for repeated transfers between schools
- Check the “STN Audit” tab for changes to the core information
 - Name change from John to Mary is a red flag!
 - So is a sex change
- Fax Duplicate STN Form (317-233-6326)

All Done (Not!) Conflicts

- Conflicts occur when two or more schools report conflicting data for the same student.
 - Membership, Attendance, etc.
- Conflicts can occur between collections
 - Dropout and Attendance, Enrollment and Attendance, etc.
- Conflicts **MUST** be resolved before the end of the collection

Reports

- Reports are available in the Message Center and should be reviewed for accuracy after each submission to verify the aggregated count of students for the collection.
- All stakeholders in the corporation (treasurer, business official, principal, superintendent, ISTEP coordinator, Title I administrator, etc.) are responsible for the data and should review/confirm the reports from each collection before the end of the collection period.
- You can also print these reports for your reference for auditing purposes.

Future Enhancements

- Faxing Duplicate STN's - available in the Application Center in 2008-2009!
- STN Lockdown – STN Lookup data cannot be changed by file transfer on students submitted to Application Center after 90 days.
- Name Change/Status Change – available in the Application Center in 2008-2009 instead of the using the fax form.
- Collection Management – Manage each collection by reporting “No Records”, deleting all submitted data, and “Signing Off”.
- More enhancements to come!

Where to find more information

Homepage: <http://doe.state.in.us/stn>

- Data Collection and Reporting
 - Due dates, collection windows, message alerts, data layout, FAQ, How and Where is the data used?, References, and contact information on each collection
- Application Center Support
 - STN and Application Center Quick Start ,Training, Advisory Council, Vendors, Accessing the Application Center, etc.
- Data Collection and Support
 - Letters and Memorandums, Data Collection Quick Start, etc.
- Collection Schedules and Calendars
- E-mail list (STN Listserv)
- STN Helpline: 1-800-527-4931, stn_support@doe.in.gov
- Message Alerts

Not Just STN!

- K-12 Data Page and DOE-Online
 - Corporation or School data: Calendar, Certification of Instructional Day, School Board Members, Non Certified employees, Master File, Central point of Contact, etc.
 - Financial Data
- Reported Data from STN and the K-12 Data Page are displayed on the DOE website almost immediately!
 - K-12 Data Page:
www.doe.state.in.us/htmls/education.html
 - ASAP: www.doe.state.in.us/asap/welcome.html

Responsibility/Ownership

SUPERINTENDENT



- BUSINESS MANAGER/TREASURER
STUDENT OR PUPIL PERSONNEL
SE Directors, TI Consultants, Homeless
→ Liaisons, GT Coordinators
- PRINCIPAL/BUILDING SECRETARY
TECHNOLOGY PERSON





Thank You